

CLAIMS:

1. A document information management method for opening document information to a plurality of users, comprising the steps of:

managing each of said document information in an editable form and in a reference-only form;

offering said document information in the editable form to users desiring updating of said document information; and

tracing and managing the utilization state of said document information when said document information is updated.

2. A document information management method according to claim 1, wherein, when said document information is offered in the editable form to users desiring updating of said document information, information of an updating party of said document information is notified to a creator of said document information.

3. A document information management method according to claim 1, wherein, when said document information is updated, said document information after updating is sent to a creator of said document information.

4. A document information management method according to claim 1, wherein commentary information made by a creator of said document information is notified to an updating party of said document.

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5. A document information management method according to claim 1, wherein, when said document information is updated and a subsequent utilization state of said document information is traced and managed, utilization of said document information is limited unless said document information is updated within a predetermined period of time.

6. A document information management apparatus for opening document information to a plurality of users, comprising:

means for managing an editable form and a reference-only form of document for each of said document information;

means for offering said document information in the reference-only form to users desiring to look up said document information;

means for offering said document information in the editable form to users desiring updating of said document information; and

means for tracing and managing the utilization state of said document information when said document information is updated.

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